

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 320 (04/07/93) AR 321 (09/01/83)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 320 SALARY ADMINISTRATION TEMP	EFFECTIVE DATE: 12/17/03

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	<u>MANDATORY REVIEW DATE</u>	<u>12/17/04</u>

PURPOSE

To establish regulations governing the policy and procedures relating to salary administration within the Department.

To ensure compliance with the Rules of Personnel Administration.

AUTHORITY

NRS 202.840
NRS 236.015
NRS 284.155
NRS 284.175
NRS 284.180
NAC 284.0663
NAC 284.072
NAC 284.0742
NAC 284.100
NAC 284.194
NAC 284.214
NAC 284.218
NAC 284.255
NAC 284.256
NAC 284.257
NAC 284.5255
NAC 284.5895
NAC 284.650

RESPONSIBILITY

All employees are responsible for knowledge of and to comply with this regulation.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

CALL BACK PAY – A full time classified employee must be paid 2 hours of call back pay at the rate of time and one half of their normal rate of pay if their employer calls them back to work during their scheduled time off without having notified them before the completion of their last normal working day.

CLASSIFIED SERVICE – All positions in the public sector which are not included in the unclassified service. Refer to NRS 284.150.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PAYROLL OFFICE – The office located in the Department Personnel Division in Carson City that supervises staff payroll functions within the Department.

DIRECTOR – The Director of the Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

EXCEPTION REPORTER – Reports only exceptions, i.e. annual, sick, compensatory time, shift differential, holiday.

MERIT SALARY INCREASE – A salary step increase of approximately five percent (5%) granted to those employees qualified, who is not yet at the top step of their grade.

NON-STANDARD WORKWEEK – A work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week, and the work schedule is other than Monday through Friday.

OVERTIME – Hours worked in excess of 8 hours in 1 calendar day; 40 hours in a week; or an 80-hour variable work schedule within a biweekly pay period.

PAID STATUS – Time an employee is:

- Working;
- On leave with pay, except catastrophic leave; or
- On a leave of absence due to a fiscal emergency declared pursuant to NAC 284.580.

PAYROLL REPRESENTATIVE – A person who is responsible for coordinating the payroll of the Department with the payroll center of the State Department of Personnel.

POSITIVE REPORTER – Reports all hours worked.

QUALIFYING SHIFT – A scheduled period of work of at least 8 hours, of which 4 must fall within the hours from 6 p. m. to 7 a.m.

SHIFT DIFFERENTIAL – An adjustment of pay equivalent to five percent (5%) of an employees' normal rate of pay when working a qualifying shift.

STAND-BY PREMIUM PAY – Five percent (5 %) of a classified employees' normal rate of pay for every hour they are on stand-by status.

STANDARD WORKWEEK – A work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week. The work schedule is Monday through Friday.

STATE DEPARTMENT OF PERSONNEL – The Nevada State Department of Personnel.

SUPERVISOR – An employee of the Department that provides supervision and has first line supervisory authority, and is responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

UNCLASSIFIED POSITIONS – An appointed head of a department or division who serves at the pleasure or discretion of an elected officer or appointed department head, e.g., Director, Medical Director, Correctional Programs Division Administrator. These positions are not entitled to overtime compensation, and are not subject to disciplinary suspensions for less than 1 week.

WARDEN – The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation applies to all employees within the Department.

PROCEDURES

320.01 OVERTIME

1.1 Overtime may be authorized by the Director, Appointing Authority, Wardens, or their designees. **(3-4063)**

1.2 When a non-custody employee works overtime, it shall be documented on an Authorization for Leave and Overtime Request Form DOC-1000 and approved in advance by the appropriate authority.

1.3 Non-Exempt employees as specified in the Classification Compensation Plan, shall earn over time at the rate of time and one half.

1.4 As a condition of employment, employees shall work overtime on short notice, on weekends and holidays, be recalled to work in cases of emergency or staff shortages on regular days off, or any and all other times so required, and be placed on stand-by status if and whenever necessary.

320.02 SHIFT DIFFERENTIAL

1.1 One shift shall qualify an employee to receive shift differential. The shift must be a scheduled period of work of at least 8 hours, of which 4 must fall within the hours from 6 p.m. to 7 a.m. **(3-4063)**

1.2. The shift differential rate will apply during the periods of time when an employee is on sick leave, annual leave, holidays and other leave with pay so long as the employee is still assigned to that shift when the leave is taken.

320.03 CALL BACK PAY

1.1 Each time a full time classified employee is called back to work on an unscheduled basis, by their supervisor, they shall be credited with a minimum/maximum of two hours work at the rate of time and one half, if:

1.1.1 The work begins more than one hour after completion of the work shift, but ends more than one hour before the end of the next scheduled shift, provided that the time for the beginning work has not set at the request of the employee; or

1.1.2 The employee is called back to work without having been so notified prior to the completion of their normal working day; or

1.1.3 The employee is called back to work on their regularly scheduled day off; or

1.1.4 The employee is called back on a holiday.

1.2 Employees required to report for court appearances on cases directly related to their job function on their day off or when on annual leave shall be credited with a minimum of two hours work at the rate of time and one-half. If the employee receives a witness fee as well as compensation, it must be relinquished to the agency.

1.3 Call back pay shall not apply to employees receiving stand-by premium pay.

320.04 STAND-BY STATUS

1.1 A Classified Service employee shall receive additional pay or compensatory time of 5 percent of their regular hourly rate for every hour they are on stand-by status outside of the parameters of their regular assigned shift.

1.2 An employee is on stand-by status when they are:

1.2.1 Directed to remain available for immediate contact during specified hours;

1.2.2 Prepared to work as the need arises, although the need for him to work might not arise;

1.2.3 Able to report to work within a reasonable time, usually within one half hour;

1.2.4 Directed by their supervisor to carry a paging device, provide a telephone number

where they may be notified or provide any other acceptable means for notification;

1.2.5 Allowed to use the time waiting for notification to work for personal pursuits.

1.3 Any class designated in the statutes as a twenty-four (24) hour class does not automatically qualify for stand-by premium pay.

320.05 HOLIDAYS

1.1 The following days are declared legal holidays: **(3-4063)**

- January 1 (New Year's Day);
- Third Monday in January (Martin Luther King, Jr. Birthday);
- Third Monday in February (President's Day);
- Last Monday in May (Memorial Day);
- July 4th (Independence Day);
- First Monday in September (Labor Day);
- October 31 (Nevada Day) observed last Friday in October;
- November 11 (Veteran's Day);
- Fourth Thursday in November (Thanksgiving Day);
- Friday following the 4th Thursday in November (Family Day); and
- December 25, Christmas Day

1.2 If January 1st, July 4th, November 11th or December 25th falls upon a:

- Sunday, the Monday following shall be observed as the legal holiday; and
- Saturday, the Friday preceding shall be observed as the legal holiday.

1.3 Full time employees working a non-standard workweek are entitled to the same number of paid holidays as full time employees working a standard workweek.

1.4 Holiday Pay

1.4.1 A full time employee who works 40 hours per week and does not work a holiday and is in paid leave status during any portion of their scheduled shift immediately before the holiday is entitled to 8 hours holiday pay.

1.4.2 A full time employee whose regular schedule of work is more than 8 hours, but who has the day off because of a holiday, may use annual leave, compensatory time, have their schedule adjusted or, with approval of the appointing authority, be placed on leave of absence without pay to make up the difference of time in excess of the holiday pay.

1.4.3 The salary of an excluded classified or excluded unclassified employee must not be reduced solely because a holiday occurs on a scheduled workday

1.4.4 An employee other than excluded employees must receive either time and one half cash payment or time and one half compensatory time for holidays worked in addition to their regular pay.

1.4.5 For holidays that fall on the employees regular day off the appointing authority may credit the employee with compensatory time, pay the employee for the holiday if they are in a paid status during their scheduled shift before the holiday, or adjust the employee's schedule for the week during which the holiday occurs.

1.4.6 When an employee works their regular day off and that day off is a holiday, they will receive 8 hours compensatory time or pay and overtime for pay or compensatory time for the number of hours worked in that shift.

1.4.7 The rules for holiday pay apply only to the legal day of observance.

320.06 DAY OFF HOLIDAY

1.1 An appointing authority may credit an employee for a holiday, which occurs on the employee's regular day off by one of the following:

- Adjust the employee's schedule of work for the week during which a holiday Occurs;
- Credit the employee with compensatory time; and
- Pay the employee for the holiday, if they are in paid status during their scheduled shift

before the holiday.

320.07 TIME SHEETS

1.1 Except as otherwise provided in subsection .2, an employee shall provide an accurate accounting of the hours worked and leave used during a pay period on the appropriate form provided by the Department including the specific times at which their work shifts started and ended.

1.1.1 Entries must be made to account for all exceptions in the pay period for
for
Exception Reporters and all hours worked in the pay period for Positive Reporters.

1.1.2 The employee shall submit the timesheet at the conclusion of each reporting cycle.

1.2 An exempt classified employee or exempt unclassified employee shall provide on the timesheet an accurate accounting of leave used.

1.3 An employee who falsifies their timesheet or who causes or attempts to cause
another
employee to falsify a timesheet will be subject to disciplinary action.

1.4 An employee's supervisor is responsible for reviewing the employee's timesheet
and
verifying the accuracy of all entries.

1.5 The Supervisor or Payroll Representative may change an entry on an employee's
time
sheet in accordance with the policy for the correction of errors on timesheets.

1.5.1 If the Supervisor or Payroll Representative change entries on an employees time
sheet, the employee must be notified of the change.

1.5.2 If the employee contests a change to an entry on their timesheet, the employee is
entitled only to their base pay for the workweek in question, until resolved.

1.5.3 The contested entry must be resolved as soon as practicable and any adjustment
must be made during the next pay period following the resolution of the contested entry.

1.6 A supervisor who is negligent in reviewing and certifying the accuracy of an employee's
time sheet may be subject to disciplinary action.

320.08 PAYMENT OF ACCUMULATED COMPENSATORY TIME

1.1 Payment of accumulated compensatory time will only be allowed with the approval of the Director, Assistant Director of Support Services, or designee.

1.1.1 Any payment authorized will be in accordance with the Nevada Administrative Code, Rules for Personnel Administration.

1.2 Individual requests for payment of accumulated compensatory time will be forwarded to the appropriate Warden or Division Manager who will initial and forward to the Assistant Director of Support Services for approval.

1.2.1 Prior to payoffs of compensatory time, the Department Payroll Office must verify the balance.

1.2.2 Payment shall be made dependant upon the date of receipt in conjunction with payroll deadlines.

1.3 Involuntary compensatory time payment for employees may occur at the end of each fiscal year.

320.09 MERIT PAY ADJUSTMENT

1.1 An employee whose last performance evaluation was standard or exceeded standard and who has not attained the top step of their grade, must receive a merit pay increase of one step on the pay progression date.

1.2 An employee whose last performance evaluation did not meet standard is not eligible for a merit pay increase until their overall performance evaluation is at least standard.

1.2.1 A performance evaluation not filed within 90-days, shall deem the performance evaluation standard and the employee will be entitled to the merit pay increase, effective on the date on which the subsequent performance evaluation was due.

REFERENCES

ACA Standard 3-4063

ATTACHMENTS

Authorization for Leave and Overtime Request Form DOC-1000

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.